

**Stafford Regional Airport Authority
July 13, 2010
Meeting Minutes**

CALL TO ORDER:

The monthly meeting of the Stafford Regional Airport Authority was called to order July 13, 2010, at 8:30 a.m. by Chairman Hank Scharpenberg in the Stafford Regional Airport Conference Room, 75 Aviation Way, Fredericksburg, Virginia 22406.

The Invocation: Mr. Arnaiz conducted the Invocation, which was followed by the Pledge of Allegiance.

Roll Call: Mr. Wallis conducted Roll Call.

Members Present: Mr. Hank Scharpenberg; Mr. Walt George; Mr. Desi Arnaiz; Mr. T. Campbell; Mr. John Garvin; Mr. Hamilton Palmer

Members Absent: Mr. Vernon Torney

Staff Present: Mr. Dave Jones, Campbell & Paris Engineers; Mr. John Longnaker, Delta Airport Consultants; Mr. Jeff Wellman, Talbert & Bright; Mr. Ed Wallis, Airport Manager; Ms. Suzette Bandy, Executive Assistant

Public Present: Mr. Jim Lawrence, *Stafford County Sun*

AOPA/ASN Report: No Report

Public Presentation: None

Meeting Minutes: June 8, 2010 meeting minutes did not carry and were deferred until the next SRAA Board meeting on August 10, 2010.

ENGINEERS' REPORTS:

Campbell and Paris: Mr. Dave Jones reported.

Items Discussed:

RW 33 Obstructions: (To be discussed in Closed Session.)

Delta Airport Consultants: Mr. John Longnaker reported.

Items Discussed:

Apron Expansion Phase II:

1. Finley Asphalt & Sealing, Inc. subcontractors are doing additional soil testing.
2. Retainage will be held until the job is completed.

Talbert & Bright: Mr. Wellman reported.

Items Discussed:

Terminal Building Design Site:

1. Terminal Building Design is completed.
2. All comments have been addressed.

Master Plan Update:

1. FAA has requested more information regarding the forecast on working paper No. 1.
2. They are in the process of addressing the information requested from the FAA on working paper No. 1 and will resubmit it for their review.

3. The Technical Advisory Committee meeting will be held today at 11:00 a.m.

CHAIRMAN'S REPORT: Mr. Scharpenberg reported.

Items Discussed:

All matters will be discussed under New Business.

TREASURER'S REPORT: Mr. George reported.

Items Discussed:

1. June Profit & Loss Statements
2. June Balance Sheet
3. FY11 Draft Budget
4. The motion for the Treasurer to secure a Line of Credit with Union First Market Bank was never recorded in our previous minutes.

Mr. Arnaiz made the motion to approve the Treasurer's Report. Mr. Garvin seconded. Motion passed 6-0.

Mr. George made the motion for the records that the Authority secure a working capital line of credit with Union First Market Bank, not to exceed the total amount of \$500,000.00. (\$400,000.00 for equipment and \$100,000.00 for working capital). Mr. Arnaiz seconded. Motion passed 6-0.

Mr. Wallis was given directions by the Authority to look at prices for a 100LL & Jet Fuel truck, 100LL fuel skid, power cart, and snow equipment.

AIRPORT MANAGER'S REPORT: Mr. Wallis reported.

Items Discussed:

SRA:

1. Pavement Crack & Seal project was completed on June 17, 2010.
2. Pavement re-striping project was completed on June 18, 2010.
3. Insurance paid for the May 27, 2010, lighting strike damage to AWOS and the telephone T-1 modem.
4. Notice to Airman
5. Important Dates to Remember

FBO:

1. Total Gallons of Fuel Sold Report
2. Jet Truck Pillar Hinge
3. Avgas Truck Maintenance
4. Hertz (To be discussed in Closed Session.)
5. Monthly Aircraft Count totals
6. Total Gallons of Fuel Sold Report
7. Fuel Flowage report

OPERATIONS:

1. Based Aircrafts
2. Available Hangars
3. Noise Complaints
4. Equipment Status
5. Vehicle Fuel Use
6. RMN Desired Equipment List

OLD BUSINESS:

Items Discussed:

1. FPED VIII
2. RW 33 Obstructions (To be discussed in Closed Session.)

NEW BUSINESS:

Items Discussed:

1. How to Market /Advertise the Stafford Regional Airport.
(To be discussed in Closed Session.)
2. Contact EDA for a list of Corporations that might be interested in developing at Stafford Regional Airport.

CLOSED SESSION:

At 9:34 a.m., Mr. Arnaiz made the motion to move into Closed Session and read the resolution to go into Closed Session under Code of Virginia 2.2-3711A.1, 2.2-3711A.6., 2.2-3711A.7., and 2.2-3711A.13. Mr. George seconded. Motion passed 5-0.

MOVING BACK INTO OPEN SESSION:

At 10:30 a.m., the Authority moved back into Open Session, upon the motion of Mr. George that no issues were discussed under the provisions involving Closed Sessions. Mr. Arnaiz seconded. The Certification Resolution passed 5-0.

Whereas, this Board convened in a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law; and

Whereas, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

Now, therefore be it resolved that the Board hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting to which this certification applies.

MOTION(S) PASSED:

No motions were passed.

ITEMS DISCUSSED:

1. Employee Pay Raises (Tabled until August 10, 2010)
2. Hertz Courtesy Car

ADJOURNMENT: Mr. Palmer made the motion to adjourn. Mr. Arnaiz seconded. Meeting adjourned at 10:47 a.m.

NEXT MEETING:

Stafford Regional Airport Authority's next regular meeting will be held Tuesday, August 10, 2010, at 8:30 a.m. in the Conference Room at the Stafford Regional Airport.